

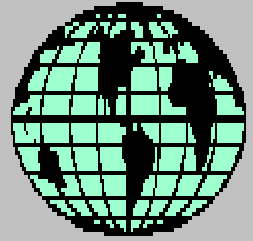
**ARMY BENEFITS CENTER-CIVILIAN  
FORT RILEY, KANSAS**

**COMPLETING THE CIVIL SERVICE  
RETIREMENT SYSTEM (CSRS)  
RETIREMENT APPLICATION**

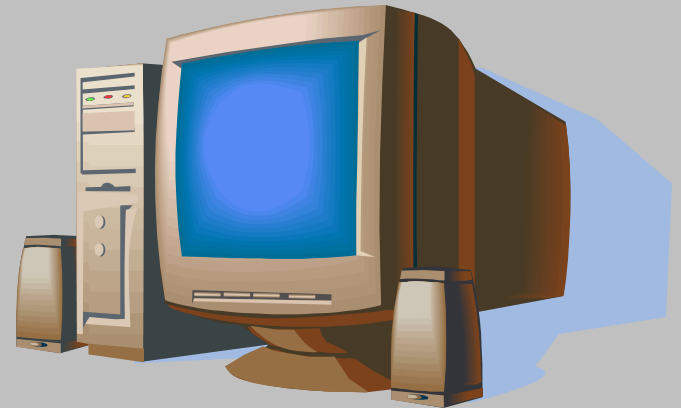




# WHERE DO I FIND THE FORMS ?

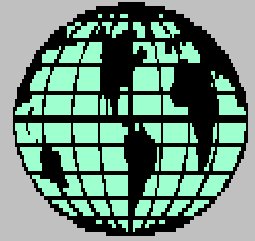


- Army Benefits Center-Civilian website at <https://www.abc.army.mil>
- Employee Benefits Information System (EBIS)
- The Office of Personnel Management (OPM) at <http://www.opm.gov/forms>
- Call a counselor (1-877-276-9287)





# CSRS IMMEDIATE RETIREMENT FORMS

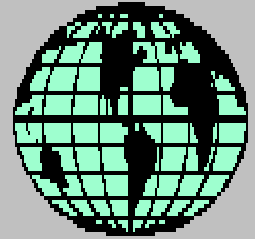


- SF 2801 Application for Immediate Retirement CSRS  
Schedules A, B, C (if applicable)  
SF 2801-2 Spouse's Consent to Survivor Election (if applicable)
- SF 2818 Continuation of Life Insurance Coverage
- W-4P Federal Tax Withholding
- DD 214 (if applicable)
- OPM 1515 Military Service Deposit Election Form or proof of military deposit i.e. OPM 1514 Military Deposit Worksheet
- Marriage Certificate (if applicable)





# SF 2801 - SECTION A IDENTIFYING INFORMATION



## Application for Immediate Retirement Civil Service Retirement System

*See Privacy Act  
Information on  
Instruction Sheet*

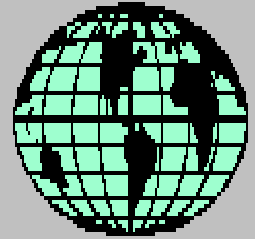
### Section A - Identifying Information

1. Name (last, first, middle)		2. List all other names you have used	
3. Address (number, street, city, state, ZIP code)	4a. Daytime area code and telephone number after retirement (      )	4b. Best time to reach you	
-----	4c. Home Email address	4d. FAX number (      )	
-----	5. Date of birth (mm/dd/yyyy)	6. All social security numbers you have used.	
7. Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Is this an application for disability retirement? <input type="checkbox"/> Yes (Ask your employing office about other documents you must submit) <input type="checkbox"/> No	





# SF 2801 - SECTION B FEDERAL SERVICE



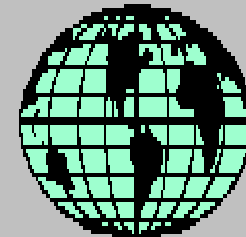
## Section B - Federal Service

1. Department or agency from which you are retiring <i>(Include bureau or division)</i>		2. Date of final separation <i>(mm/dd/yyyy)</i>
1a. Address and ZIP code  -----		3. Title of position from which you are retiring
		3a. Your pay plan and occupational series
4. Have you performed active honorable service in the Armed Forces or other uniformed services of the United States <i>(see SF 2801A for definitions)</i> ?		
<input type="checkbox"/> Yes <i>(Complete Schedule A and attach it to this form)</i> <input type="checkbox"/> No		
5. Are you receiving or have you applied for military retired pay? <i>(Note: If you later become entitled to military retired pay, you must notify OPM.)</i>		
<input type="checkbox"/> Yes <i>(Complete Schedule B and attach it to this form)</i> <input type="checkbox"/> No		





# SF 2801 - SECTION C OTHER CLAIM INFORMATION



## Section C - Other Claim Information

1. Are you receiving or have you applied for (or received within the past 2 years) workers' compensation from the Department of Labor because of a job-related illness or injury?

☐

Yes (Complete Schedule C and attach it to this form)

☐

No

2. Have you previously filed any application under the Civil Service Retirement System or Federal Employees Retirement System (for retirement, refund, etc.)?

☐

Yes (Complete items 2a and 2b below.)

☐

No

- 2a. Type of application

☐

Refund

☐

Deposit or redeposit

2b. Claim number(s)

☐

Retirement

☐

Return of excess deductions

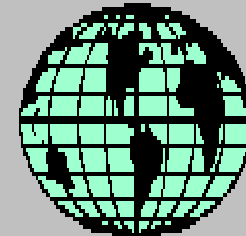
☐

Voluntary contributions





# SF 2801 - SECTION D INSURANCE INFORMATION



## Section D - Insurance Information

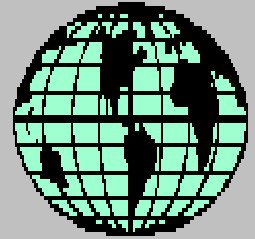
See the pamphlet SF 2801A, *Applying for Immediate Retirement Under the Civil Service Retirement System*, for information.

1. Are you eligible to continue Federal Employees Health Benefits coverage as a retiree?  
☐ Yes ☐ No
2. Does a court or administrative order require that you provide health benefits coverage for one or more children?  
☐ No ☐ Yes *(Attach a copy of the order.)*
3. Are you eligible to continue Federal Employees' Group Life Insurance coverage as a retiree?  
☐ Yes ☐ No
4. Are you currently enrolled in the Federal Long Term Care Insurance Program (FLTCIP)?  
☐ Yes —→ *You will automatically continue your coverage into retirement, as long as you continue to pay applicable premiums. If you are currently paying FLTCIP premiums by agency payroll deduction, you must arrange to pay premiums, either by deductions from your annuity, through automatic bank debit, or direct bill. Please call LTC Partners at 1-800-LTC-FEDS (1-800-582-3337) to make these arrangements.*  
☐ No





# SF 2801 - SECTION E MARITAL INFORMATION



## **Section E - Marital Information** (All applicants must complete questions 1 and 2 below.)

1. Are you married now? (A marriage exists until ended by death, divorce, or annulment. You must notify the Office of Personnel Management if this marriage ends.)

☐

Yes (Complete items 1a - 1f and attach a copy of your marriage certificate)

☐

No (Go to item 2)

1a. Spouse's name (last, first, middle)

1b. Spouse's date of birth (mm/dd/yyyy)

1c. Spouse's social security number(s)

1d. Place of marriage (city, state)

1e. Date of marriage (mm/dd/yyyy)

1f. Marriage performed by:

☐

Clergyman or Justice of Peace

☐

Other (explain):

2. Do you have a living former spouse(s) from whom you were divorced on or after May 7, 1985, and to whom a court order gives a survivor annuity?

☐

Yes (Attach a certified copy of the court order[s] and any amendments.)

☐

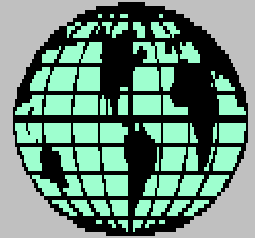
No







# SF 2801 - SECTION F ANNUITY ELECTION



## Section F - Annuity Election

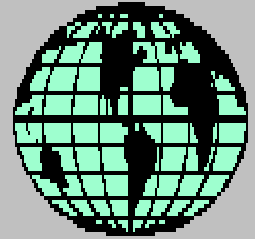
Make your election by initialing the box beside the type of annuity you want to receive and give any other information requested. Read the attached information on pages 2 through 5 and the explanations below and consider your election carefully. No change will be permitted after your annuity is granted except as explained on pages 7 and 8 of the attached instructions. If you are married at retirement, the law provides an annuity with full survivor benefits for your spouse unless your spouse consents to your election not to provide maximum survivor benefits. An election for your spouse ends if your marriage ends by death, divorce, or annulment.

- |    |                         |   |
|----|-------------------------|---|
| 1. | <b>Initials</b><br><br> | <i>I choose a reduced annuity with maximum survivor annuity (equal to 55% of my basic annuity) for my spouse named in Section E. 1a. If you are married at retirement, you will receive this type of annuity unless your spouse consents to your election not to provide maximum survivor benefits. If your marriage ends by death, divorce, or annulment, this election terminates and you must notify the Office of Personnel Management.</i>   |
| 2. | <b>Initials</b><br><br> | <i>I choose a reduced annuity with a partial survivor annuity (equal to 55% of \$ _____ a year) for my spouse named in Section E. 1a. If you choose this option, the amount you enter must be less than your annual annuity. You must have your spouse's consent. Complete SF 2801-2, Spouse's Consent to Survivor Election, and attach it to your application. If your marriage ends by death, divorce, or annulment, this election terminates and you must notify the Office of Personnel Management.</i> |





# SF 2801 - SECTION F ANNUITY ELECTION



## Formula for the Partial Survivor Annuity

Desired monthly amount x 12 / .55 = Amount (Section F,  
question #2)

### Example:

Desired Monthly Amount for Spouse: \$500

$\$500 \times 12 = \$6,000$

$\$6,000 / .55 = \$10,909$

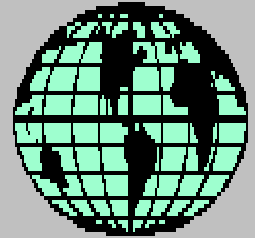
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**\$10,909 is the amount to be placed in the blank for Section F, question #2**





# SF 2801 - SECTION F ANNUITY ELECTION

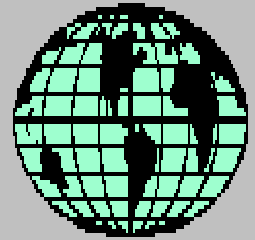


3.	<b>Initials</b> <input type="text"/>	<i>I choose an annuity payable only during my lifetime. If you are married at retirement, you cannot choose this type of annuity without your spouse's consent. No survivor annuity will be paid to your spouse after your death if he or she consents to this election and any health benefits will cease. In addition, your spouse will not be eligible to enroll in the Federal Long Term Care Insurance Program, if he/she is not enrolled at the time of your death. If you are married and elect this type of annuity, complete SF 2801-2, Spouse's Consent to Survivor Election, and attach it to your application.</i>		
4.	<b>Initials</b> <input type="text"/>	<i>I choose a reduced annuity with survivor annuity for the person named below who has an insurable interest in me. You must be healthy and willing to provide medical evidence if you choose this type of annuity. (Disability annuitants are not eligible to choose this type of annuity.) If you are married and elect this type of annuity, complete SF 2801-2, Spouse's Consent to Survivor Election, and attach it to your application.</i>		
Name of person with insurable interest		Relationship to you	Date of birth (mm/dd/yyyy)	Social security number
5.	<b>Initials</b> <input type="text"/>	<i>I choose a reduced annuity with survivor annuity for my former spouse(s) or for my spouse and former spouse(s) shown below. You must attach: (1) Copies of divorce decrees for all former spouses for whom you elect to provide a survivor annuity. (2) If you are married, attach a completed SF 2801-2, Spouse's Consent to Survivor Election. You cannot choose this option and provide a maximum survivor annuity for your spouse (Box 1). An election for a former spouse ends if your former spouse dies or remarries before age 55, unless you were married for 30 years or longer. If one of these events occurs, this election terminates and you must notify the Office of Personnel Management.</i>		
Name and address of current spouse				Survivor annuity equal to _____ % of my annuity
Name and address of former spouse		Date of marriage (mm/dd/yyyy)	Date of divorce (mm/dd/yyyy)	Survivor annuity equal to _____ % of my annuity
		Date of birth (mm/dd/yyyy)	Social security number	
Name and address of former spouse		Date of marriage (mm/dd/yyyy)	Date of divorce (mm/dd/yyyy)	Survivor annuity equal to _____ % of my annuity
		Date of birth (mm/dd/yyyy)	Social security number	
<b>Total (cannot exceed 55% of your unreduced annuity)</b> _____ 0%				





# SF 2801 - SECTION G INFORMATION ABOUT YOUR UNMARRIED DEPENDENT CHILDREN



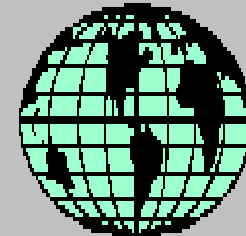
## Section G (Optional) - Information About Your Unmarried Dependent Children

1. Dependent child's name (first, middle, last)	2. Date of birth (mm/dd/yyyy)	3. Disabled (✓)	1. Dependent child's name (first, middle, last)	2. Date of birth (mm/dd/yyyy)	3. Disabled (✓)





# SF 2801 - SECTION H DIRECT DEPOSIT AND TAX WITHHOLDING INFORMATION



## Section H - Direct Deposit and Tax Withholding Information

Public Law 104-134 requires that most Federal payments be paid by Direct Deposit through Electronic Funds Transfer (EFT) into a savings or checking account at a financial institution. However, if receiving your payment electronically would cause you a financial hardship or a hardship because you have a disability, or because of a geographic, language or literacy barrier, you may invoke your legal right to a waiver of the Direct Deposit requirement and receive your payment by check.

1. Select one of the following:

- ☐ Please send my annuity payments to my checking or savings account. *(Go to item 2.)*
- ☐ Receiving my payment(s) electronically would cause me a financial hardship or a hardship because of disability, or because of a geographic, language or literacy barrier. I hereby invoke my legal right to a waiver of the Direct Deposit requirements of Public Law 104-134. Please send my payment(s) by check. *(Go to item 4.)*
- ☐ My permanent payment address is outside the United States in a country not accessible via Direct Deposit. *(Go to item 4.)*

2. Financial institution routing number

*You may obtain this number by calling your bank, credit union, or savings institution.  
This number is very important. We cannot pay by Direct Deposit without it.*

3. Account number

3a. What kind of account is this?

☐ Checking ☐ Savings

3b. Telephone number of your financial institution *(including area code)*

( )

3c. Name and address of the financial institution

-----  
-----  
-----

3d. **Special Note:** If you prefer, you may attach a cancelled personal check that shows the information requested above, instead of filling in the requested financial institution information. If you attach your personal check, it is especially important that you contact your bank, credit union, or savings institution to confirm that the information on the check is the correct information for direct deposit. (Some institutions, especially credit unions, use different routing numbers on checks.)

4. Do you want Federal income tax withheld from your annuity payments?

- ☐ Yes *(Go to item 4a.)*
- ☐ No *(Go to Section I.)*

4a. Do you want Federal income tax withheld at the rate currently being withheld from your salary?

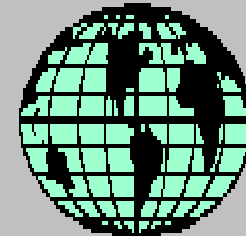
- ☐ Yes *(Attach a copy of W-4 form on file with your employing agency.)*
- ☐ No *(Attach a new W-4 form; otherwise, withholding will be at the rate for married with 3 exemptions.)*





# SF 2801 - SECTION I

## APPLICANT'S CERTIFICATION AND CHECKLIST



### Section I - Applicant's Certification

#### Warning

Any intentionally false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)

*I hereby certify that all statements made in this application are true to the best of my knowledge and belief.*

Signature (Do not print)

Date (mm/dd/yyyy)

#### Applicant's Checklist

This checklist is provided to help you be certain you have attached all necessary documentation and to help your employing office be certain it forwards all of your retirement documentation to the Office of Personnel Management.

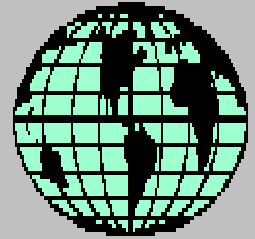
	Yes	No	Not Applicable
1. <b>Military Service</b> - If you answered "yes" to Section B, Item 4, did you attach Schedule A?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Military Service</b> - If you completed Schedule A, did you attach a copy of your discharge certificate or other certificate of active military service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Military Retired Pay</b> - If you answered "yes" to Section B, item 5, did you attach Schedule B?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Military Retired Pay</b> - If you completed Schedule B and answered "yes" to item 2 or 3, did you attach a copy of award or other documentation of the type of military retired pay you are receiving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Military Retired Pay</b> - If you completed Schedule B and answered "yes" to item 4, did you attach a copy of your request for waiver and a copy of the military finance office's acknowledgment or approval of your request for waiver (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Survivor Election</b> - If you are married and did not initial box 1 of Section F, did you attach SF 2801-2, <i>Spouse's Consent to Survivor Election</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Life Insurance</b> - If you answered "yes" to Section D, item 3, did you attach SF 2818, <i>Continuation of Life Insurance Coverage As an Annuitant or Compensation</i> er?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>OWCP</b> - If you answered "yes" to Section C, item 1 did you attach Schedule C?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Tax</b> - If you want to elect a Federal Income Tax withholding rate, did you attach a W-4 form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Court or Administrative Order(s)</b> - If you answered "yes" to Section E, item 2 did you attach a copy of the order(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# SF 2801 SCHEDULES A, B & C

## SCHEDULE A - MILITARY SERVICE INFORMATION



### Schedules A, B and C

1. Name (*last, first, middle*)
2. Date of birth (*mm/dd/yyyy*)
3. Social security number

### Schedule A - Military Service Information

1. If you have performed active honorable service in the United States Armed Services or other uniformed services, complete 1a - d below and attach a copy of your discharge certificate or other certificate of active military service (*if available*).

a. Branch of service	b. Serial number	c. Dates of active duty		d. Last grade or rank
		From ( <i>mm/dd/yyyy</i> )	To ( <i>mm/dd/yyyy</i> )	

2. If any of your military service occurred on or after January 1, 1957, have you paid a deposit to your agency for this service? (*You must pay this deposit to your agency. You cannot pay OPM after you retire.*)

☐

Yes

☐

No

☐

Not applicable

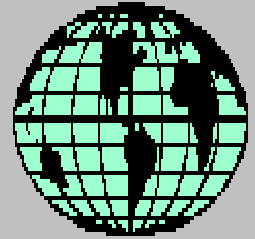






# SF 2801 SCHEDULES A, B & C

## SCHEDULE B - MILITARY RETIRED PAY



### ***Schedule B - Military Retired Pay***

If you are receiving or have applied for military retired or retainer pay (including disability retired pay), complete items 1 - 4 below.

1. Are you receiving or have you ever applied for military retired or retainer pay? <i>(Answer "yes" if you are receiving payments from the Department of Veterans Affairs instead of military retired pay.)</i>  <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Was your military retired or retainer pay awarded for reserve service under Chapter 1223, title 10, U.S. Code, Sections 12731 through 12739 (formerly Chapter 67, title 10)?  <input type="checkbox"/> Yes <i>(Attach a copy of notice of award.)</i> <input type="checkbox"/> No
3. Was your military retired pay or retainer pay awarded for a disability incurred in combat or caused by an instrumentality of war and incurred in the line of duty during a period of war?  <input type="checkbox"/> Yes <i>(Attach a copy of notice of award.)</i> <input type="checkbox"/> No	4. Are you waiving your military retired or retainer pay in order to receive credit for military service for CSRS retirement benefits?  <input type="checkbox"/> Yes <i>(Attach a copy of your request for waiver and a copy of military finance office's acknowledgment or approval of your request for waiver.)</i> <input type="checkbox"/> No

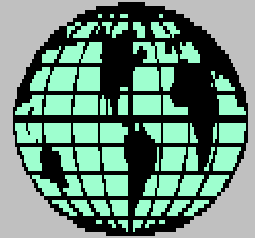






# SF 2801 SCHEDULES A, B & C

## SCHEDULE C - FEDERAL EMPLOYEES' COMPENSATION INFORMATION AND APPLICANT'S CERTIFICATION



### Schedule C - Federal Employees' Compensation Information

1. Are you receiving or have you received workers' compensation from the Office of Workers' Compensation Programs (OWCP), Department of Labor, because of a job-related illness or injury within the last 2 years?

☐ Yes (complete items 1a - c below) ☐ No (go to question 2)

a. Compensation claim number	b. Benefit received		c. Type of benefit
	From (mm/dd/yyyy)	To (mm/dd/yyyy)	
			<input type="checkbox"/> Scheduled award
			<input type="checkbox"/> Total or partial disability compensation
			<input type="checkbox"/> Scheduled award
			<input type="checkbox"/> Total or partial disability compensation

2. If you have applied for workers' compensation (other than as listed in item 1a above) but are not receiving benefits, check reason below and give the information requested.

☐ a. Awaiting OWCP decision ☐ b. Claim denied

Compensation claim number	Compensation claim number	Date claim denied (mm/dd/yyyy)

3. Except for scheduled compensation awards, workers' compensation and CSRS retirement benefits *cannot* be paid for the same period of time. Please complete the information below regarding your claim. *You must complete this section.*

- a. Do you agree to notify us promptly if the status of your workers' compensation claim changes?

☐ Yes ☐ No

- b. Do you authorize the Office of Personnel Management and/or the Office of Workers' Compensation Programs (OWCP) to collect any overpayment if we later find you are not eligible for both compensation and annuity payments covering the same period of time?

☐ Yes ☐ No

### Applicant's Certification

I certify that all statements made on these schedules are true to the best of my knowledge and belief.

Signature (do not print)

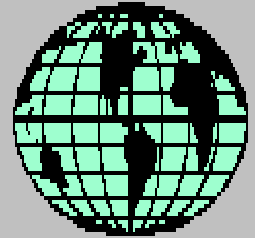
Date (mm/dd/yyyy)





# SF 2801-2

## SPOUSE'S CONSENT TO SURVIVOR ELECTION



### Spouse's Consent to Survivor Election

**Instructions:** If you are married and you do not elect a reduced annuity to provide a maximum survivor annuity for your current spouse, complete Part 1. Have your spouse complete Part 2. Part 2 must be completed in the presence of a Notary Public or other person authorized to administer oaths. The person administering oaths must complete Part 3.

#### Part 1 - To Be Completed by the Retiring Employee

Name (last, first, middle)	Date of birth (mm/dd/yyyy)	Social security number
----------------------------	----------------------------	------------------------

I have elected: (Mark the box which describes the election you have made with regard to your current spouse.)

- ☐ a. No regular or insurable interest survivor annuity for my current spouse. *I understand that:*
- No survivor annuity will be paid to my spouse after my death,
  - His/her health benefits coverage will terminate upon my death, and
  - He/she will not be eligible to enroll in the Federal Long Term Care Insurance Program (FLTCIP) after my death.
- ☐ b. I am electing an insurable interest survivor annuity for my current spouse, but no regular survivor annuity for my current spouse. (I have completed Section F, item 4 on my Standard Form 2801 naming my current spouse.)
- ☐ c. A partial survivor annuity for my current spouse equal to 55% of \$\_\_\_\_\_ a year.

#### Part 2 - To Be Completed by the Current Spouse of the Retiring Employee

I freely consent to the survivor annuity election described in Part 1. *I understand that if my spouse elected no regular or insurable interest survivor annuity in Part 1 above, after my spouse dies I will not receive a survivor annuity, my health benefits coverage will terminate when my spouse dies, and I will not be eligible to enroll in the Federal Long Term Care Insurance Program (FLTCIP) if I am not already enrolled before my spouse's death. I also understand that my consent is final (not revocable).*

Name (type or print)	Signature (do not print)	Date (mm/dd/yyyy)
----------------------	--------------------------	-------------------

#### Part 3 - To Be Completed by a Notary Public or Other Person Authorized to Administer Oaths

I certify that the person named in Part 2 presented identification (or was known) to me, gave consent, signed or marked this form and acknowledged that the consent was freely given in my presence on this

the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_.

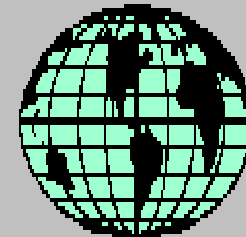
(Month) (Year) (City and State)

(Seal of Notary Public or witnessing authority of person authorized to administer oaths)	Signature (do not print)
(Seal)	Expiration date (mm/dd/yyyy) of commission, if Notary Public





# OPM 1515 - MILITARY SERVICE DEPOSIT ELECTION



Military Service Deposit Election		
Employee's name ( <i>last, first, middle</i> )	Date of birth ( <i>mm/dd/yyyy</i> )	Social Security Number
Does the employee appear to be eligible for the guaranteed minimum annuity under the Civil Service Retirement System (CSRS) disability provisions?		
<input type="checkbox"/> Yes	Would a deposit for military service increase the annuity?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Instructions to Employee:</b>		
Your decision about making this deposit may affect your rights under CSRS or the Federal Employees Retirement System (FERS).		
1. Please read the attached "Information for Completing OPM Form 1515" carefully to be sure you understand the consequences of not making the deposit for military service.		
2. If you decide to make the deposit for military service, ask for instructions from the human resources office identified below.		
3. Check the appropriate box below to indicate whether you will pay the deposit and return two copies of this form to the human resources office at the address below.		
Return the completed election form to the agency human resources office listed below:		
Agency name and address		Election must be received by ( <i>mm/dd/yyyy</i> )
-----		
-----		
-----		
<b>Employee Election</b>		
I have read the information concerning my rights to make a deposit for post-1956 military service. (Mark an "x" in the appropriate box below to indicate your election.)		
<input type="checkbox"/> I want to pay (or complete) this deposit. I will make the necessary payment to my employing agency.		
<input type="checkbox"/> I do not want to pay (or complete) this deposit. ( <b>I understand this decision is irrevocable.</b> )		
Signature ( <i>Please do not print</i> )		Date ( <i>mm/dd/yyyy</i> )
<b>Instructions to Employing Office:</b>		
This form must be completed when an employee retires and agency records show that the employee has not made or completed a deposit for post-1956 military service. Give the employee three (3) copies of this form and these instructions for completing the form. Have the employee return two (2) signed and dated copies of the form. Attach one to the employee's records when you send them to the Office of Personnel Management (OPM). If the employee does not return a signed copy before you forward the records to OPM, please check the appropriate box below. The employee should also be counseled regarding the minimum basic annuity if the payment of the deposit will not increase the annuity.		
<input type="checkbox"/> Employee <b>did not</b> return election form.		
<input type="checkbox"/> Signed and dated copy attached		

U.S. Office of Personnel Management  
CSRS/FERS Handbook for Personnel  
and Payroll Offices

Reproduce Locally

1

OPM Form 1515  
December 2000  
Previous editions are not usable.

Clear Form

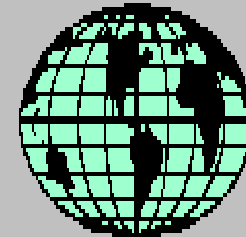
Print Form

Save Form





# SF 2818 - CONTINUATION OF LIFE INSURANCE COVERAGE

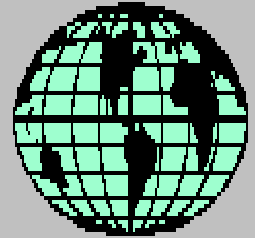


Continuation of Life Insurance Coverage		
As an Annuitant or Compensation		
Federal Employees' Group Life Insurance (FEGLI) Program		
<b>Identifying Information</b>		
1. Employee's name (last, first, middle)	2. Date of birth (mm/dd/yyyy)	3. Social Security number
4. Employing department/agency	5. Work location (city, state, ZIP code)	6. Compensation claim number (if applicable)
<b>Basic Life Insurance</b>		
7. Do you want to have Basic Life insurance in retirement/compensation if you are eligible?		
<input type="checkbox"/> Yes (If yes, complete item 8.)	<input type="checkbox"/> No	<input type="checkbox"/> I received a full Living Benefit. (skip to Item 9)
8. What level of Basic do you want in retirement/compensation? Check only one box. If you received a partial Living Benefit, you must check No Reduction.		
<input type="checkbox"/> 75% Reduction	<input type="checkbox"/> 50% Reduction	<input type="checkbox"/> No Reduction
<b>Option A — Standard Optional Insurance</b>		
9. Do you want to have Option A in retirement/compensation if you are eligible? To continue Option A, you must also continue Basic. (Check "yes" only if you currently have as an employee)		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't have Option A.
<b>Option B — Additional Optional Insurance</b>		
10. Do you want to have Option B in retirement/compensation if you are eligible? To continue Option B, you must also continue Basic. (Check "yes" only if you currently have as an employee)		
<input type="checkbox"/> Yes (If yes, complete item 11.)	<input type="checkbox"/> No	<input type="checkbox"/> I don't have Option B.
11. How many multiples of Option B do you want to have in retirement/compensation? You can elect up to the number of multiples you are eligible to continue in retirement. Put a number on each line to indicate how many multiples you want for NO REDUCTION and FULL REDUCTION. If the number is "zero", "0" should be written on that line. The total of both No and Full Reduction multiples cannot exceed 5. See the instructions.		
<div>(number of NO REDUCTION multiples) (number of FULL REDUCTION multiples)</div>		
<b>Option C — Family Optional Insurance</b>		
12. Do you want to have Option C in retirement/compensation if you are eligible? To continue Option C, you must also continue Basic. (Check "yes" only if you currently have as an employee.)		
<input type="checkbox"/> Yes (If yes, complete item 13.)	<input type="checkbox"/> No	<input type="checkbox"/> I don't have Option C.
13. How many multiples of Option C do you want to have in retirement/compensation? You can elect up to the number of multiples you are eligible to continue in retirement. Put a number on each line to indicate how many multiples you want for NO REDUCTION and FULL REDUCTION. If the number is "zero", "0" should be written on that line. The total of both No and Full Reduction multiples cannot exceed 5. See the instructions.		
<div>(number of NO REDUCTION multiples) (number of FULL REDUCTION multiples)</div>		
<b>Signature</b>		
14. Signature (Do not print.) Only the insured may sign. Signatures by guardians, conservators, or through a power of attorney are not acceptable.		Date (mm/dd/yyyy)





# W-4P- WITHHOLDING CERTIFICATE FOR PENSION OR ANNUITY PAYMENTS



----- Cut here and give Form W-4P to the payer of your pension or annuity. Keep the top part for your records. -----

Form <b>W-4P</b>		<b>Withholding Certificate for Pension or Annuity Payments</b>		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		► For Privacy Act and Paperwork Reduction Act Notice, see page 4.		
Type or print your first name and middle initial.	Last name		Your social security number	
Home address (number and street or rural route)			Claim or identification number (if any) of your pension or annuity contract	
City or town, state, and ZIP code				

Complete the following applicable lines.

- 1 Check here if you do not want any federal income tax withheld from your pension or annuity. (Do not complete lines 2 or 3.) ► ☐
- 2 Total number of allowances and marital status you are claiming for withholding from each **periodic** pension or annuity payment. (You may also designate an additional dollar amount on line 3.) . . . . . ►   
**Marital status:** ☐ Single ☐ Married ☐ Married, but withhold at higher "Single" rate (Enter number of allowances.)
- 3 Additional amount, if any, you want withheld from each pension or annuity payment. (**Note.** For periodic payments, you cannot enter an amount here without entering the number (including zero) of allowances on line 2.) . . . ► \$

Your signature ►

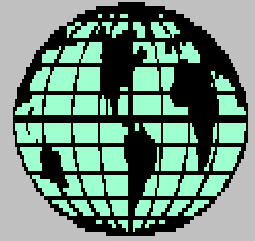
Date ►



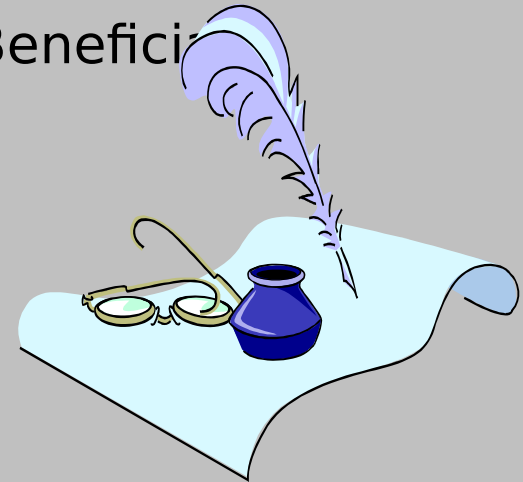




# BENEFICIARY FORMS

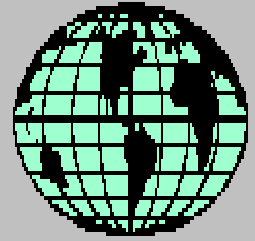


- SF 2823 Designation of Beneficiary-  
Federal Employees' Group Life Insurance Program
- SF 2808 Designation of Beneficiary-  
Civil Service Retirement System
- TSP-3 Thrift Savings Plan-Designation of Beneficiary





# WHERE DO I SEND THE FORMS ?



All forms should be submitted at least 90-120 days before the date of retirement to:

ARMY BENEFITS CENTER-CIVILIAN  
301 MARSHALL AVE  
FORT RILEY, KS 66442-5004

1-877-276-9287

REMEMBER: We must have original forms!

